



Judy Jones

**Office Manager,
Accounting Administrator**
Lawson Projects

Responsible for the efficient operation of Lawson Projects' head office and assisting Directors and Project Managers.

Office Manager & Accounting Administrator, Lawson Projects

Office Manager – responsibilities include:

- Administration of Lawson Projects' head office
- Management of office personnel, suppliers and contractors
- Assisting Project Managers and Construction Managers

Accounting Administrator – responsibilities include:

- All facets of full-cycle accounting:
 - Payroll, Receiver General reconciliations, T4's and T4 summaries
 - Accounts payable and receivable, invoicing clients, monitoring disbursements, bank deposits and reconciliations, GST reconciliations and remittances, month-end reconciliations of accounts
 - Monthly Financial Reporting
 - Year-end preparation and analysis
 - Budget preparation and variance reporting
 - Monitoring of Project Costing

Qualifications:

- Over 25 years of accounting experience
- Over 15 years of office management experience
- QuickBooks Pro-Client Consultant
- Simply Accounting Educational Seminars
- Business Management Courses-McGill University, Montreal